

## *SMART Governing FAQ's*

### 1. What is the schedule for implementing SMART for FY '07 and FY '08?

A:

July 17, 2006	FY06 Third Quarter Quarterly Performance Report Due
<b>*August 18, 2006</b>	<b>FY08 SMART Plan Due</b> *(See below if meeting with Mr. Main)
September 15, 2006	FY07 SMART Operations Plan AND Initial Form 10 Due
October 1, 2006	FY07 Operations Plan Effective
October 17, 2006	FY 06 Fourth Quarter Quarterly Performance Report Due
November 1, 2006	FY08 SMART Budget Request Due
January 17, 2007	FY07 First Quarter Quarterly Performance Report Due
April 17, 2007	FY07 Second Quarter Quarterly Performance Report Due
June 2007	FY08 Appropriations Complete
July 17, 2007	FY07 Third Quarter Quarterly Performance Report Due
August 2007	FY08 SMART Operations Plan Due
October 1, 2007	FY08 SMART Operations Plan Effective
October 17, 2007	FY07 Fourth Quarter Quarterly Performance Report Due

\*If you are meeting with Mr. Main, your FY '08 SMART Plan is due 2 working days prior to your meeting.

### 2. When are the FY '08 Capital and IT Sub-plans due?

A: The Captial and IT Summary is due with the FY08 SMART Plan (August 18). The Capital Asset Project/Plan is due on Nov 1<sup>st</sup> with the Budget Request. *\*Capital/IT Manual and Instructions will be posted on the SMART Website during the week of July 17.*

### 3. How do I login to work on my SMART web application?

A: Click on "Agency Login" located at the bottom of the SMART homepage. Click on the Login button located on the right side of the Agency Login page. Enter your username and password.

**4. What do I do if I lost or forgot my username and/or password?**

A: Contact the SMART Office at (334) 242-8300 or send an e-mail to [smart@smart.alabama.gov](mailto:smart@smart.alabama.gov) with “SMART Password” as the subject.

**5. How do I save and submit my QPR (Quarterly Performance Report)?**

A: When you save your QPR it will automatically be submitted. The “SAVE” button is located at the top left corner of the form.

**6. How can I determine if my QPR has been submitted?**

A: Log onto the smart website at [www.smart.alabama.gov](http://www.smart.alabama.gov), click on QPR’s and select your agency. The most recent QPR will be available for you to review.

**7. How do I print a copy of my QPR for my records?**

A: After entering your data for the quarter, click on the “Print Form” button located at the top left-hand corner of the page. A blue window will appear- click on the “Print” button and then a file download window will pop up. Open the file and the QPR should open in an Adobe file. You should then be able to print your QPR.

**8. Who do I contact for assistance while working on my SMART documents?**

A: Contact the member of the SMART Staff that is assigned to your agency’s function of government:

<b>Economic Development &amp; Transportation</b>	Josh Knight / Jon Barganier (334) 353-0563 or 353-4134
<b>Education &amp; Culture</b>	Bob Lockwood (334) 242-2959
<b>General Government</b>	Josh Knight / Jon Barganier (334) 353-0563 or 353-4134
<b>Health &amp; Human Services</b>	Judy Bernier / Laura Blaising (334) 353-0893 or 353-2026
<b>Licensing &amp; Regulatory</b>	Josh Knight / Jon Barganier (334) 353-0563
<b>Natural Resources &amp; Environment</b>	Christine Williams (334) 353-1986
<b>Protections of Persons &amp; Property</b>	Anne Elizabeth McGowin / Laura Blaising (334) 242-7160 or 353-2026

**9. What is the best way to provide feedback to the SMART office concerning the website, application and other SMART documents?**

A: We prefer to receive feedback in writing. Please send an e-mail to [smart@smart.alabama.gov](mailto:smart@smart.alabama.gov) with “SMART Feedback” as the “subject. If you are logged in to your SMART Web Application you can provide feedback by clicking on the “User Feedback” button located on the bottom left-hand corner of the screen.  
\*\*All feedback is greatly appreciated.

**10. How do APC’s and Directors update contact information for the SMART Office?**

A: Send Jon Barganier an e-mail with your updated contact information.  
[jonathan.barganier@finance.alabama.gov](mailto:jonathan.barganier@finance.alabama.gov)

**11. Where are the FY ’08 SMART training resources (including revised manual, power points and worksheets) located?**

A: On the right side of the SMART homepage you will find a section entitled “What’s New”. Click on the FY ’08 training resources, which will take you to the SMART timeline and a list of training resources.

**12. Can more than one person work on the web application simultaneously?**

A: Yes, but you must be working on different sections or pages of the web application.  
*For example:* Two people could not be working on the Mission at the same time. While one person is working on the Mission, the other could be working on the Vision.

**13. Who do I contact for more information regarding the audit that will be conducted by the Board of Examiners on my agency’s SMART documents?**

A: Contact Gail Traylor at the Department of Examiners of Public Accounts:  
(334) 242-9200

**14. How do we report actual numbers for 2006 on the SMART Plan worksheets when the fiscal year does not end until September 30?**

A: You will report two types of data: Spending and Staffing (Total Appropriations and FTE's) and performance data (objectives and workloads).

- For performance data, use your most current estimate based on current trends.
- For Appropriations data, use the Appropriations Act or your Operations Plan (if finalized).

\*Remember the SMART Plan is a draft. You will be able to revise all of your information for the Budget Request.

**15. How do I change “actuals” on Quarterly Performance Reports (QPR’s) from previous quarters?**

A: At this time, EBO is not allowing any changes to be made to previous QPR’s. However, you may *add notes* on the current QPR to clarify and highlight changes regarding previous quarters.

**16. Are annual and merit raises included in the definition of mandated/ uncontrollable costs?**

A. Yes.

\*Reminder: The mandated/ uncontrollable costs will not be included in the SMART Plan, but will be required for the SMART Budget Request due Nov. 1.

**17. What is the difference in the “Total Cost”, “FY Amount Requested” and the “Operational Cost” for the Capital/ IT Project Summary?**

A: The **“Total Cost”** consists of all of the costs which will be incurred to place the capital asset or IT project in service for its intended use.

The **“FY Amount Requested”** consists of the amount of the total cost that is requested for the fiscal year. If this is a multi year project, that amount will usually be less than the total cost of the project. *The FY Amount Requested is a **display only** box that equals the total of the FY Source of Funds.*

The **“Operational Cost”** is the FY impact cost which can either reflect the additional costs for ongoing maintenance and support, or savings due to the capital asset/ IT project implementation. *Savings should be shown as a negative number.*

**Example:** The Department of Corrections has a Capital Assets plan to build a new prison. The cost of the construction of the land acquisition and construction of the prison are considered **“Total Costs.”** The **“FY Amount Requested”** is that portion of the total cost for the specific fiscal year. The **“Operational Cost”** would then be the amount that will be required to supply and staff the new facility.